

City Of Manchester

Citizen Participation Plan

This citizen participation plan has been prepared as a component of the City of Manchester's Consolidated Plan, as required by the U.S. Department of Housing and Urban Development. The City currently receives federal funding under the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and the HOME program. The format of this plan follows that of 24 CFR Part 91.105.

A. Applicability and Adoption of the Citizen Participation Plan.

I. Applicability

As part of its Consolidated Plan, the City is required to adopt a citizen participation plan that sets forth the policies and procedures for citizen participation in the development of the five-year Consolidated Plan and each Annual Action Plan and budget to be developed during that period. HUD regulations for the Consolidated Plan indicate that when a jurisdiction has an existing citizen participation plan that meets earlier regulations, established under the Housing and Community Development Act of 1974, it may update such plan to meet the specifications for the Consolidated Plan.

II. Encouragement of Citizen Participation

The City encourages citizen participation in the development of the Consolidated Plan, Annual Action Plans and Comprehensive Annual Performance Evaluation Reports. Specific means of encouraging citizen input to the City during the development of the Five-year plan include the following:

1) Consolidated Plan

A) Public Hearings- A minimum of five Public Hearings will be held. Four of these are scheduled at the beginning of the process and will be held in different locations throughout the City to allow for greater access to individuals that might have transportation limitations. These hearings are intended to solicit general input regarding priority needs and strategies to meet such needs. Upon development of the draft Consolidated Plan a legal notice will be put into the local paper advising the public of their opportunity to review and comment on the Plan. The Plan will be placed on the City's web-site as well as being made available at several public locations. The Legal Notice will indicate that the public will be provided thirty days to respond with their comments and or concerns. The fifth public hearing, a citywide hearing held in the City Hall Aldermanic Chambers, is held upon development of the Annual Action Plan component of the Consolidated Plan.

B) Written Input- The Director of Planning and Community Development will allow for the receipt of written input on the Consolidated Plan throughout the development process.

C) Summarization of input- The Community Improvement Program Staff will summarize input received during community meetings and provide this summary in the Consolidated Plan.

D) Summarization of negative comments- The Community Improvement Program Staff will summarize citizen complaints and comments received by the City and provide this summary in the Consolidated Plan.

2) Action Plan- The City will include mechanisms for citizen participation in the development of each Annual Action Plan as follows:

A) Two public hearings will be held at the beginning of the process each year to solicit input for the proposed Action Plan and also to allow comment on the current year's program performance.

B) The City will conduct a Citywide public hearing upon development of the Annual Action Plan in order to receive comments on its development as well as an assessment of the City's responsiveness to the public's identification of priority community needs.

C) Written Input -The Director of Planning and Community Development will accept written testimony regarding the Annual Action Plan.

D) Monitoring of comments- The Community Improvement Program staff will continue throughout the year to track citizen complaints/concerns/comments received by the City.

3) Outreach

The Department of Planning and Community Development maintains a citizen participation mailing list consisting of community service, housing and economic development agencies, community leaders and individuals who have expressed interest in the City's Community Development Programs or the Consolidated Planning Process. There were over 100 agencies and persons on the list at the time this citizen participation program was written. Citizens who contribute comments at public hearings or submit written testimony will be added to the citizen participation mailing list, as will all other persons expressing an interest in participation. Persons/organizations included in the mailing list will be notified of specific opportunities for further participation in the Consolidated Planning Process.

The City will actively promote opportunities for citizen participation. It will publicize public hearings and opportunities to submit written testimony as follows:

1) Letters/e-mails will be sent to community leaders and all persons/organizations who have requested to be on the mailing list.

- 2) A Legal Notice will be placed in the Union Leader
- 3) A press release will be sent to local media.
- 4) A notice will be posted on the City's Internet web site at www.manchesternh.gov.

The City will encourage participation by low and moderate-income persons by including agencies that represent such persons in its communications and mailings and requesting that such agencies help publicize opportunities for participation. All of the opportunities described above are accessible to low and moderate income persons.

The City will work with Manchester Housing and Redevelopment Authority (MHRA) to encourage participation amongst residents of public housing complexes. Towards this end the City will hold public meetings at both of the City's Public Housing Complexes to facilitate access by residents of the public housing residents.

5) Adoption of Citizen Participation Plan

The Citizen Participation Plan will be presented for review and endorsement to the Board of Mayor and Aldermen as part of the Consolidated Plan submission.